Mecklenburg County
Community Service Service Grants
Fiscal Year 2020
Request for Proposals
Information Session
October 24, 2018
Agenda

What is the intent of the information session?

• Purpose of CSG Program
• Key Themes
• Sunset Policy
• Eligibility Criteria
• Performance Reporting
• Submission of Online Application
• Questions and Answers
• Closing Remarks
Community Service Grants (CSG) provide opportunity for Mecklenburg County to partner with nonprofit agencies, that serve County residents, to deliver services aligned to the County Departments’ strategies.
In FY20, organizations will submit CSG applications under the seven external key themes.

**Community-Focused (External) Key Themes**

- Optimize Investments in Criminal Justice
- Strengthen Families
- Economic Development
- Greater Economic Independence for Residents
- Aging with Dignity
- Community Health & Wellness
- Environmental Stewardship
## Strategic Plans by Key Theme

Which departmental strategic business plans roll-up to each key theme?

<table>
<thead>
<tr>
<th>Key Themes</th>
<th>Departments Supporting Each Key Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging with dignity</td>
<td>Park and Recreation, Public Health, Social Services</td>
</tr>
<tr>
<td>Community health and wellness</td>
<td>Public Health, Park and Recreation</td>
</tr>
<tr>
<td>Economic development</td>
<td>Office of Economic Development</td>
</tr>
<tr>
<td>Environmental stewardship</td>
<td>Land Use and Environmental Services Agency (LUESA), Park and Recreation</td>
</tr>
<tr>
<td>Greater economic independence for residents</td>
<td>Social Services, Community Support Services, Child Support Enforcement, Office of Economic Development</td>
</tr>
<tr>
<td>Optimize investments in criminal justice</td>
<td>Criminal Justice Services, Sheriff’s Office, Medical Examiner’s Office</td>
</tr>
<tr>
<td>Strengthen families</td>
<td>Social Services, Community Support Services, Child Support Enforcement</td>
</tr>
</tbody>
</table>

Nonprofits awarded funding for three consecutive fiscal years (FY17 – FY19) will undergo a sunset evaluation to determine vendor status.

There is no guarantee a sunset organization will be awarded funding in FY20.

A grant application is required in FY20 for a program to be considered as a County vendor.

The vendor selection process will evaluate the following:

- Strength of application
- Alignment to Key Themes and Department Strategic Business Plans
- Whether a gap in County services is filled by funding this organization

Sunset Organizations that do not obtain vendor status must wait three consecutive fiscal years before applying for a Community Service Grant again.
Eligibility Criteria

Eligibility

✓ Clearly contribute to Key Themes
✓ Serve the residents of Mecklenburg County
✓ Have a 501(c)3 nonprofit designation with the IRS
✓ Submit independently CPA audited financial statements
✓ Documentation supporting a diversified workforce (i.e. EEO policy)
✓ Professional membership that supports organization’s sustainability efforts

Requirements

✓ No revenue suspension
✓ No overdue taxes
Audited Financials
What are the requirements?

A. Audited Financial Statements – must be prepared annually in accordance with Generally Accepted Accounting Principles (GAAP) by an independent Certified Public Accountant (CPA)
   1. Independent auditor’s opinion
   2. Statement of cash flows
   3. Statement of income or statement of revenues and expenses
   4. Notes to financial statements and supplemental information
   5. Balance sheet, statement of financial position or statement of assets, liabilities, and owner’s equity

B. Audited Financial Statements – year-end date must be no more than 12 months prior to the beginning of the contract term

FY18 Audited Financial Statements are due by Friday, May 10, 2019.
C. Comply with audit requirements in NCGS 143C-6-22 & 23 and OMB Circular A-133 and disclosure requirements in 42 CFR 455.104-6

D. If audit reveals any reportable or material issue(s) with regard to compliance with GAAP, you must provide (and bear the cost of any professional advice associated with) the following:
   1. A written statement explaining each issue
   2. An action plan with implementation timetable for resolving each issue
   3. Periodic reports on progress toward resolution of each issue

FY18 Audited Financial Statements are due by Friday, May 10, 2019.
E. If you fail to submit Audited Financial Statements in accordance with these requirements, then:

1. FOR CURRENT GRANT RECIPIENTS – the County may suspend all funds immediately until the County receives them
2. FOR NEW GRANT APPLICANTS – you have not met the application requirements
3. FOR ALL – the County’s Finance Director may grant a reasonable extension if circumstances for submission are beyond your control or your CPA’s control

F. If financial records are judged to be un-auditable or if audit reveals competent evidence of reckless or willful financial mismanagement practices or intentional or criminal wrongdoing, the County may suspend all funds immediately without further notice.

FY18 Audited Financial Statements are due by Friday, May 10, 2019.
Audited Financials
What are the requirements and industry standards?

- NOT prepared by independent CPA
- NOT prepared in accordance with GAAP
- Dated prior to 6/30/2017

RED FLAGS
- Qualified or Adverse Opinion
- Negative Equity on Balance Sheet
- High Debt Ratio
- Pending Lawsuits
- Going Concerns noted by CPA
- Tax Liabilities
Revenue Suspension
How do I verify our status?

- Check your status at [https://www.sosnc.gov/online_services/search/by_title/Business_Registration](https://www.sosnc.gov/online_services/search/by_title/Business_Registration)

- Nonprofits not compliant with NC Secretary of State requirements will be ineligible
Overdue Taxes
How do I verify our status?

• Check your status at: https://www.sosnc.gov/online_services/search/Federal_Tax_Liens_results_Desk

• Organizations with overdue taxes (federal or state) will be deemed ineligible for funding
Performance Overview

**Applicant Requirements**

- Propose performance measures and targets as part of the application through an Excel template
- Provide historical data for the proposed measures where possible
- If you have questions about your measures/calculation and wish to consult with us up front, please let us know

**Recipient Requirements**

- Report performance measure results quarterly via Excel template
- Retain records of raw and aggregate data for County Manager’s Office review
Performance
Excel template for proposing performance measures

<table>
<thead>
<tr>
<th>Output Measures (Numbers)</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19 YTD</th>
<th>FY20 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unduplicated individuals served by Mecklenburg County Community Service Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of unduplicated individuals served by other funding sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome Measures (Percentages)</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19 YTD</th>
<th>FY20 Target</th>
</tr>
</thead>
</table>

*Please use the Calculation Methodology column to share how you will use your data to calculate a result. The calculation methodology for most output measures will be a count. The calculation methodology for outcome measures should show how you arrive at the results included in your performance history and proposed target.
An output is a count of what is produced through various activities and programs.

Examples:

• # of clients/customers served
• # lunches served
• tons of waste removed
• # applications processed
An outcome is the result of a program, service, and set of activities or strategy. It is not a description of what was done; rather, it should be used to describe the impact of the service, set of activities or strategy.

Examples:

- % of clients placed in jobs
- % of children immunized by age 3
- % of diseases reduced in the community
- % of cases processed
Performance
Key questions for consideration

• For each measure, is raw data available and can results be replicated using a consistent calculation?

• Are measures reflective of the full scope of the service?

• Are the targets for the outcome measures realistic and ambitious based on performance and organizational/industry standards?
The online application is available October 24 – December 3

The application can be accessed online at the following link:


Audited Financial Statements that are not available at the time of application should be submitted by Friday, May 10, 2019 to the email addresses below. **No applications will be accepted via email.**

grants@mecklenburgcountync.gov

cc Brittne.Jones@mecklenburgcountync.gov
QUESTIONS & ANSWERS
Administration
Who should I contact with questions?

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